

## Appendix 3

### National Institute of Food and Agriculture

#### *Supervisory and Non-Supervisory EEO/CR Performance Elements and Standards*

##### **EEO/CR FOR SUPERVISORY POSITIONS**

*(Include in performance plan as a standalone critical performance element)*

##### **FULLY SUCCESSFUL LEVEL**

##### **Compliance with Policies, Rules, and Regulations**

Responsible for ensuring the civil rights of all staff members are protected. Maintains an atmosphere of equal treatment in the work unit by discouraging discrimination of all forms. This includes assuring the prompt and fair resolution of all formal and informal complaints of discrimination.

Performs all duties in a manner that consistently demonstrates fairness, cooperation, and respect toward coworkers, office visitors, and all others in the performance of official business. Demonstrates an awareness of EEO/CR policies and responsibilities.

Through personal action, demonstrates support of equal employment opportunity principles in all decisions affecting subordinate employees, which may include activities in one or more of the following functional areas: recruitment, interviewing, selection, training, performance evaluation, promotion, travel, awards, adverse actions, and work assignments.

Advises subordinates and establishes through personal example that when addressing employees, delivering speeches, making public appearances, or representing the Agency in any capacity; inappropriate comments regarding race, age, color, sex, religion, national origin, sexual orientation, individuals with disabilities, or marital status will not be tolerated.

Is conversant on the Agency's Affirmative Employment Program Plan (AEPP) and actively participates in the accomplishment of goals and objectives.

Distributes to all employees with supportive comments Agency and Departmental EEO issuances. Maintains an atmosphere of equal treatment in the work unit by discouraging discrimination of all forms. This includes assuring the prompt and fair resolution of all formal and informal complaints of discrimination.

Models awareness of and commitment to EEO and Civil Rights policies, rules, and regulations.

### Strengthen Diversity in Workplace

Maintains a work environment conducive to productive contributions from diverse employees with respect to gender, ethnic origin, culture, sexual orientation, religion, age, and disability.

Utilizes creatively the diversity of skills and perspectives that employees bring to the job to meet the unit's objectives.

Advances adequate diversity in peer review panels.

Improves capacity of minority serving institutions to advance science and serve a diverse population.

### Support Quality of Work Life

Develops strategies or activities that will recognize the contributions and efforts that each staff member brings and encourages those who are lagging in their performance.

## **EEO/CR FOR NON SUPERVISORY POSITIONS**

*(Include standard within an existing critical performance element)*

### **FULLY SUCCESSFUL LEVEL**

Performs all duties in a manner which consistently demonstrates fairness, cooperation, and respect toward coworkers, office visitors, and all others in the performance of official duties.

Treats all others with consideration, respect, and fairness, and openly, consistently challenging bias, intolerance, and incivility.

Through personal action, demonstrates support to CR/EEO principles and policies in accomplishing assigned duties. Acknowledges and adheres to the Agency/Departmental policy on the prevention of sexual harassment in the work place.

Ensures written and oral communications are free of discriminatory bias. Refrains from making and discourages inappropriate comments, jokes, gestures, etc. regarding an individual's race, religion, color, age, sex, national origin, sexual orientation, disability, marital or familial status, political beliefs, parental status, receipt of public assistance, or protected genetic information when on duty or representing the Agency in any capacity.

Maintains/supports fair and impartial delivery of programs, activities, and services.

Effectively works with customers, peers, and stakeholders from all backgrounds. Supports diversity strategies that strengthen service delivery for a diverse customer base.

Works cooperatively with others to provide consistently high quality customer service and provides well-planned and well-organized information to satisfy customer requests and needs.

Analyzes customer feedback and identifies needs and concerns in making decisions, devising solutions, and resolving conflicts.

Assignments from the supervisor and requests for information from co-workers or customers are handled willingly and courteously.

Seeks opportunities to improve customer service and teamwork. Provides transparency within the agency and the customers in order to promote better understanding and appreciation of NIFA's programs and processes.

Communicates, discusses, and debates in a professional, open-minded, and constructive manner where agreement is sought and compromise and resolutions are generally accepted.

Actively supports and assists with cross functional team initiatives when requested.

Fosters a cooperative and nondiscriminatory work atmosphere which allows the staff to focus on problem-solving and work productively as a team.

*For NPL and PS performance plans, as appropriate to responsibilities:* Promotes and assures equal opportunity and civil rights in Agency programs in a manner that accomplishes the civil rights and diversity goals of USDA and NIFA. Where applicable, recruits a diverse peer review panel appointed to review grant applications taking into consideration expertise, experience, gender, minority status, institution type, geographical distribution, and professional rank.

*For Secretary and PA performance plans:* Makes special arrangements to accommodate visitors and panelists with disabilities and/or special needs. Provides language accommodation for individuals with Limited English Proficiency (LEP).